

Flood Mitigation Assistance Program Applicant Handbook

Planning



Projects



Flood
Management

Technical Assistance

A Handbook to assist government and private nonprofit facilities in applying for and using Flood Mitigation Assistance Program Funds.

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I. OVERVIEW OF FLOOD MITIGATION

A. History of Flood Mitigation Assistance On September 23, 1994, President Clinton signed into law the Reigle Community Development and Regulatory Improvement Act of 1994 referred to as the National Flood Insurance Reform Act (NFIRA). The purpose of the NFIRA is to improve the financial condition of the National Flood Insurance Program (NFIP) and to reduce the Federal expenditures for Federal disaster assistance to flood damaged properties. Since 1990, 90% of all Presidentially declared disasters nationwide have been due to flooding. With the passage of the NFIRA, Congress authorized the establishment of a Federal grant program to provide financial assistance to States and communities for flood mitigation planning and activities. (Note: Flood mitigation is defined as any action taken before, during or after a flood to permanently eliminate or reduce the long-term risk to human life and property.) The Federal Emergency Management Agency (FEMA) has designated this the Flood Mitigation Assistance Program (FMAP). Under FMAP, FEMA provides assistance to States and communities for activities that will reduce the risk of flood damage to structures insurable under the NFIP. The FMAP is a State-administered, cost sharing program through which the States and communities can receive grants for **FLOOD MITIGATION PLANNING, TECHNICAL ASSISTANCE, AND MITIGATION PROJECTS**.

B. Available Assistance under FMAP There are three (3) types of grants available under the FMAP:

1. **Planning Grants** are awarded to assist local communities in developing Flood Mitigation Plans. Under Section 1336, a FEMA approved Flood Mitigation Plan is required in order for the local community to receive a FMAP Project Grant.

Mitigation measures under the FMAP are funded on a 75% Federal / 25% state or non-Federal basis. Up to half of the 25%, or 12.5% of the state or non-Federal share, may be from in-kind contributions from third parties. (Note: Unless by special appropriation of the Michigan Legislature, no state funding will be used for the 25% match.) Contributions of other State Agencies may be used as an in-kind contribution toward the 25% match.

2. **Project Grants** are awarded to fund eligible flood mitigation projects. FEMA encourages the State to assist the local community in prioritizing mitigation activities outlined in their Flood Mitigation Plan and to fund projects that will greatly reduce the risk of flood damage to buildings, manufactured homes and other NFIP-insurable structures. Mitigation of substantially damaged and repetitive loss structures is a high priority.
3. **Technical Assistance Grants** are awarded to assist the State in providing technical assistance to applicants in applying for the program or implementing approved projects.

C. Applying for Flood Mitigation Assistance. Applications for FMAP grants are made to the Emergency Management Division, Michigan Department of State Police (EMD/MSP). Applications are included in this document, or they may be obtained via the EMD/MSP web page (www.emdmsp.org). The Michigan Hazard Mitigation Coordinating Council (MHMCC) reviews all of the applications received, prioritizes applications, and makes the final decisions on the grant awards.

II. FLOOD MITIGATION ASSISTANCE GRANT PROCESS

A. Planning Grants The purpose of the FMAP Planning Grant is to assist local communities in developing and updating Flood Mitigation Plans. The State of Michigan strongly encourages local communities to develop an all-hazards mitigation plan as outlined in EMD Pub. 207, Local Hazard Mitigation Planning Workbook. This plan should address the community's most prevalent hazards, which would include flooding. The all-hazards planning approach will enable the community to evaluate its risk and vulnerability to all relevant hazards, not just flooding.

1. **Flood Mitigation Plan Requirement.** Communities may apply for a FMAP Planning Grant to assist in meeting the requirement of having an approved Flood Mitigation Plan by FEMA in place to be eligible for FMAP Project Grants.

FEMA recommends a basic flood mitigation planning process consisting of the following activities:

- a. Public involvement;
- b. Coordination;
- c. Flood hazard area inventory;
- d. Problem identification;
- e. Review of possible mitigation activities;
- f. State or local adoption following a public hearing.

The planning process outlined in EMD Pub. 207 incorporates and addresses the NFIP Community Rating System (CRS) program planning requirements. The NFIP/CRS is a FEMA program in which communities receive credits toward discounted flood insurance premiums in exchange for performing a number of floodplain management activities. The NFIP/CRS provides credit for preparing, adopting, implementing, evaluating, and updating a comprehensive floodplain management plan according to a standard planning process.

It is not the goal of the FMAP to impose an additional planning requirement on a local community when a plan is already in place that meets the requirements outlined above. Existing plans, such as those credited through the NFIP/CRS or those prepared to meet the requirements of Section 409 of the Stafford Act may meet the requirements of the FMAP with few or no modifications. Such plans may be submitted to FEMA for approval under the FMAP.

To be eligible for funding under the project grant, a project must relate to a specified mitigation activity in an approved Flood Mitigation Plan. These activities include elevation, acquisition and relocation of flood-threatened, insurable structures. For more information on eligible projects, contact the EMD/MSP Mitigation Unit. Flood Mitigation Plans should identify the types of projects that would be appropriate under certain conditions or in specific geographic areas. For example, a community may determine in its plan that acquisition of structures would be preferred alternative for floodway areas, while elevation may be the more appropriate solution in other areas of the floodplain.

2. **Flood Mitigation Plan Approval.** Communities must forward their Flood Mitigation Plan to the EMD/MSP. The EMD/MSP may choose to review plans for content and consistency prior to forwarding them to the FEMA Regional Director for final review and approval. FEMA will notify the EMD/MSP of the approval or disapproval of each plan within 120 days after submittal. If a plan is not approved, FEMA will provide specific comments and offer suggestions for improvement. Local mitigation plans credited through the NFIP/CRS program will be approved as Flood Mitigation Plans for FMAP, but must be resubmitted for formal approval.
3. **Applicant Eligibility.** Eligible applicants must be participants of good standing in the NFIP. Suspended communities, communities on probation, and those that have withdrawn, are **NOT** eligible. The Flood Protection Act of 1972 prohibits Federal Agencies from expending funds for acquisition or construction of buildings in the flood hazard areas of communities that do not participate in the NFIP. A major goal of the FMAP is to reduce claims on the National Flood Insurance Fund. FMAP will reduce National Flood Insurance claims only if the FMAP funds mitigation measures that reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other NFIP-insurable structures. Providing FMAP

grants to participating communities encourages participation and consistency among programs. FMAP funding comes from the National Flood Insurance Fund, which is made up of insurance premiums paid by the NFIP policyholders. It only makes sense that a grant program that is funded by National Flood Insurance policy holders should benefit communities that participate in the NFIP.

4. **Grant Awards.** Each year, the Michigan Hazard Mitigation Coordinating Council reviews all the FMAP grant applications and ranks them in order of priority for assistance. Grant awards are based on that prioritization. The EMD/MSP notifies selected applicants in writing of their grant award.

B. Project Grants. The purpose of FMAP Project Grants is to assist the State and local communities in implementing flood mitigation projects to reduce the risk of flood damage to NFIP-insurable structures.

1. **Applicant Eligibility.** The State has the authority and responsibility for ensuring that only eligible applicants receive FMAP Project Grants. Eligible applicants include the State of Michigan and communities that are participants in good standing with the NFIP. Communities that are suspended, on probation, or have withdrawn from the NFIP are **NOT** eligible.

In order for a community to be eligible for an FMAP Project Grant, it must have a FEMA-approved Flood Mitigation Plan and must be able to meet the FMAP cost-share requirement.

2. **Project Eligibility.** The State, through the Michigan Hazard Mitigation Coordinating Council, has the authority and responsibility for determining the eligibility of any project proposed in an FMAP Project Grant application. The FMAP project must be an eligible type of activity and must meet the minimum project eligibility criteria.
3. **Eligible Activities.** Eligible activities are activities that are consistent with the goal of FMAP to reduce the risk of flood damage to structures insurable under the NFIP. Examples of eligible types of projects include, but are not limited to:
 - Elevation of NFIP-insured residential structures, and elevation or dry floodproofing of NFIP-insured nonresidential structures, in accordance with 44 CFR Part 60.3.
 - Acquisition of NFIP-insured structures and underlying real property.
 - Relocation of NFIP-insured structures from acquired or restricted real property to sites not prone to flood hazards.
 - Demolition of NFIP-insured structures from acquired or restricted real property.
 - Other activities that bring a NFIP-insured structure into compliance with the statutorily authorized floodplain management requirements of 44 CFR Part 60.3.

Minor physical flood mitigation projects that do not duplicate the flood prevention activities of other Federal agencies and that lessen the frequency or severity of flooding and decrease predicted flood damages in localized flood problem areas are also eligible. These include modifications of existing culverts and bridges, installation or modification of floodgates, stabilization of stream banks, and creation of small debris or flood/storm water retention basins in small watersheds. Construction or improvement of major structural flood control structures such as dikes, levees, dams, seawalls, groins, jetties, and projects consisting of channel widening or stream alignment are **NOT** eligible.

The only beach nourishment activities eligible under the FMAP are measures to facilitate natural dune replenishment through the planting of native dune vegetation and/or the installation of sand fencing. The placement of sand on beaches is **NOT** eligible.

4. **Minimum Project Eligibility Criteria.** To be eligible for funding, a project must:

- a. Be cost-effective. (The project shall not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future floods were to occur.)
 - b. Conform with applicable Federal and State regulations and executive orders, including:
 - 1) NFIP Floodplain Management Criteria - 44 CFR 60.3
 - 2) 44 CFR Part 9 - Floodplain Management and Protection of Wetlands
 - 3) Executive order 12699, Seismic Safety
 - 4) Executive Order 11990, Wetlands and Environmental Justice
 - 5) 44 CFR Part 60 - Criteria for Land Management Use
 - 6) Applicable environmental laws and regulations, including:
 - (a) 44 CFR Part 10 – Environmental Considerations
 - (b) Any other applicable Federal or State laws or regulations
 - c. Be technically feasible. (The project must use design and construction methods and materials that are approved, codified, recognized, fall under standard or accepted level of practice, or otherwise are determined to be generally accepted by the design and construction industry.)
 - d. Conform to the approved Flood Mitigation Plan. (The type of project being proposed must be identified in the plan. The Flood Mitigation Plan should identify the type of projects that would be appropriate under certain conditions or in specific geographic areas. For example, a community may determine in its plan that acquisition of structures would be a preferred alternative for floodway areas, while elevation may be the more appropriate solution in other less threatened areas of the floodplain.)
 - e. Be located physically in an NFIP community in good standing or benefit such a community directly by reducing future flood damage.
5. **Grant Awards.** Each year, the Michigan Hazard Mitigation Coordinating Council reviews all the FMAP grant applications and ranks them in order of priority for assistance. Grant awards are based on that prioritization. The EMD/MSP notifies selected applicants in writing of their grant award.

C. Technical Assistance Grants The purpose of the FMAP Technical Assistance Grant is to provide the State with funding that will allow it to give technical assistance to communities for developing Flood Mitigation Plans, preparing applications, or implementing approved Project Grants. Generally, local jurisdictions are not eligible applicants for Technical Assistance Grants; however, local jurisdictions are clearly the benefactors of such technical assistance.

III. FLOOD MITIGATION ASSISTANCE PROGRAM MANAGEMENT

A. Documentation/Recordkeeping Subgrantees are responsible for maintaining adequate financial records in order to document all planning and project expenditures. Subgrantees must be able to certify to the State the amount of money spent on each grant. Checks, bills, receipts and other appropriate documentation will be reviewed prior to grant closeout to ensure that the funds have been properly spent. Each subgrantee will be reviewed in this manner. Site visits may be necessary to ensure work is completed.

A State-Local Flood Mitigation Assistance Program Agreement is included as a part of the FMAP project application (see Attachment 8). This form must be signed by the jurisdiction's (or non-profit organization's)

chief executive official or designee, as well as the State, signifying that each party understands the requirements and conditions of the FMAP funding.

B. Program Compliance

1. **Uniform Administrative Requirements.** Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments (44 CFR Part 13) and Office of Management and Budget (OMB) Circular A-110 will be followed, as appropriate.
2. **Uniform Audit Requirements.** Subgrantees receiving FMAP funds must comply with audit requirements under the Single Audit Act Amendments of 1996 (OMB Circular A-133). Rules for implementing the Single Audit Act are found in 44 CFR Part 14. Under the Single Audit Act Amendments, subgrantees expending \$300,000 or more in Federal financial assistance in a fiscal year (from all sources) must have an independent audit conducted in accordance with OMB A-133. A copy of the Single Audit must be submitted to the Michigan Department of State Police, Management Services Division. Failure to properly submit a Single Audit may result in appropriate actions being taken against the subgrantee, including notification of FEMA and the Michigan Department of Treasury.

C. Changes in Scope of Work Subgrantees wishing to change the scope of work on a project must notify the EMD/MSP in writing as soon as the need for the change in the scope of work is identified. The EMD/MSP will review and evaluate the request and may initiate a site inspection if appropriate. After completion of the evaluation, the State will notify the FEMA Regional Director in writing of the request for a change in the scope of the work, and provide a recommendation for approval or disapproval. The EMD/MSP will notify the subgrantee in writing of the FEMA Regional Director's decision.

D. Appeals. Appeals may be made on any decision regarding projects submitted for funding under FMAP. Appeals will not result in a hearing being held, but rather in administrative review of appeal documentation submitted. If a project is not approved and the subgrantee wishes to appeal the decision, the appeal must be made in writing to the State within 60 days from the date the subgrantee was notified. The appeal must contain documented justification supporting the subgrantee's position.

Upon receipt of an appeal, the GAR will review the material submitted, perform additional investigations as deemed necessary, and forward the appeal with a written recommendation to the FEMA Regional Director within 60 days. The FEMA Regional Director will notify the GAR, in writing, of the disposition of the appeal within 90 days following the receipt of all related information.

If the FEMA Regional Director denies the appeal, the subgrantee, through the GAR and FEMA Regional Director, may submit an appeal to the FEMA Associate Director within 60 days of the Regional Director's denial. The second appeal must include either new or expanded information to support the need for a second appeal and re-evaluation.

The Associate Director has 90 days to either make a determination in the appeal, or to request additional information. Once the information has been received, the Associate Director has 90 days to render a decision. The Associate Director's decision is final.

E. Cost Overruns. There are limited funds for all types of FMAP grants. Applicants should make every attempt to avoid cost overruns by monitoring funds carefully and preparing financial reports on a regular basis. Overruns due to a change in the scope of a project (e.g. acquiring more structures than originally planned) are not permitted.

F. Recapturing Funds. Funds provided to a community under FMAP may be recaptured if:

- 1) The appropriate matching funds have not been provided;
- 2) The approval of a project has not been completed within the specified time; or
- 3) The completed project does not meet the criteria specified in the FMAP regulations.

Any subgrantee who has had funds recaptured under FMAP will not be eligible for future funding for 5 years from the date the funds were withdrawn.

G. Project Closeout/Inspection Subgrantees must certify to the State in writing that a project has been completed, and the amount of money spent on the project. Upon receipt of this certification, the EMD/MSP will review the financial documentation (i.e. checks, bills, receipts and other appropriate records) to ensure that funds have been properly spent. Each subgrantee will be reviewed in this manner. Where appropriate, on site inspections will be made to verify that the work has been performed as required. Inspections will be conducted by State and/or Federal personnel familiar with the type of work involved.

H. Program Performance Surveys At or near the time when a project has been completed and is ready to be closed out, the State will conduct a customer survey of the subgrantee to determine how effectively and efficiently the FMAP was administered. The subgrantee will be given at least 15 days to respond to the survey, unless circumstances dictate a shorter period be used.

The State will compile the survey results and where appropriate make changes in the State of Michigan Administrative Plan for the Flood Mitigation Assistance Program based on the comments and suggestions received from subgrantees.

IV. ATTACHMENTS

**STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EMERGENCY MANAGEMENT DIVISION
Hazard Mitigation Unit
4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136
517-333-5040, fax 517-333-4987**

**FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP)
PLANNING GRANT APPLICATION**

The Flood Mitigation Assistance Program (FMAP)

The FMAP is a Federal program administered in Michigan by the Emergency Management Division of the Michigan Department of State Police (EMD/MSP). The program's objective is to provide grants to states and communities for planning assistance and implementing mitigation projects that reduce or eliminate the long-term risk of flood damages to buildings, manufactured homes and other National Flood Insurance Program (NFIP) insurable structures. Eligible activities include elevation, acquisition, demolition, and dry floodproofing of insurable structures; and minor, localized structural projects. (Note: Projects cannot be retroactively funded through FMAP. Therefore, projects already in progress or completed will not be considered.)

The purpose of FMAP Planning Grants is to assist states and communities in developing and updating Flood Mitigation Plans. It is not the goal of FMAP to impose an additional planning requirement on a community when a plan is already in place that meets the program requirements. Existing plans may meet the requirements of FMAP with a few or no modifications. Such plans may be submitted to the State and the Federal Emergency Management Agency (FEMA) for approval under FMAP.

FEMA may contribute up to 75% of the eligible costs. At least 25% must be provided by a non-Federal source; no more than half, or 12.5%, can be in-kind contributions by third parties. A community or state may receive a Planning Grant not more than once every five years.

Minimum Planning Grant Criteria

The community must be participating and in good standing in the NFIP. Suspended communities, communities on probation, and those that have withdrawn from the program are not eligible.

The basic flood mitigation planning process consists of the following activities.

- Public Involvement
- Coordination with other agencies and organizations
- Flood hazard area inventory
- Identification of hazards and risks
- Identification and definition of goals and objectives
- Identification of alternatives for solving problems
- Selection of filtering criteria
- Selection of alternatives and preparation of (draft) plan
- Preparation of final plan
- Implementation of plan
- Monitoring and adjustment of plan

Eligible activities under the FMAP Planning Grant include conducting local planning discussions, hiring a planner, surveying structures at risk, and assessing repetitive losses. The State of Michigan recommends that communities create a plan that addresses all the community's vulnerable hazards. Refer to the Local Hazard Mitigation Planning Workbook (EMD-Pub 207) for further guidance for developing an all-hazards mitigation plan.

Instructions for Completing the Application for FMAP

Eligible applicants must apply for the FMAP through the EMD/MSP. The FMAP Planning Grant Application will be reviewed, evaluated and approved by the Michigan Hazard Mitigation Coordinating Council (MHMCC). (Note: Priority may be given to communities that have the greatest flood risk, least expertise in mitigation, greatest economic need, or highest rate of NIFP participation.)

1. Read and review the attached documents carefully.
2. Complete the FMAP Planning Grant Application as thoroughly and accurately as possible. Be sure to sign and date the Application.
3. Sign and date the State–Local Flood Mitigation Assistance Program Agreement.
4. Send the signed and completed Application and Agreement to the EMD/MSP at the address on the previous page.

Applicants will be notified by letter of the approval/disapproval of their Application. This will be done after thorough review, at the earliest possible date.

Questions regarding the application process or program administration should be directed to Ms. Dawn Schulert, State Hazard Mitigation Officer, at 517-333-5040.

STATE OF MICHIGAN
Department of State Police
Emergency Management Division
4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136
517-333-5040, fax: 517- 333-4987

FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP) PLANNING GRANT APPLICATION INSTRUCTIONS

All questions must be answered completely and accurately. The Michigan Hazard Mitigation Coordinating Council and FEMA staff reviewing the application will not be familiar with your community, the specific project area, and the need for the proposed project. Therefore, it is the responsibility of each applicant to ensure that their application addresses all of the required items. This is particularly important given the competitive nature of the grant program. If you are unsure as to the meaning of a particular question, contact the EMD/MSP prior to attempting to answer that question.

1. GENERAL INFORMATION

- a. Indicate plan title. (Example: Local Hazard Mitigation Plan or Local Flood Mitigation Plan.)
- b. Indicate jurisdiction and county.
- c. Indicate date application submitted.
- d. Indicate Federal fiscal year. (Note: The Federal fiscal year runs from October 1 to September 30.)
- e. Indicate FIPS code. (The Federal Information Processing Standards code is an identification number used to identify applicants for the Public Assistance portion of the Federal Disaster Assistance Program under P.L. 93-288, as amended. If you do not know this number, FEMA will insert for you.)

2. APPLICANT INFORMATION

- a. Identify name of applicant.
- b. Identify type of organization. (Specify if the applicant is a state agency, county or municipal government, Indian tribe or tribal organization, private nonprofit organization, or other [explain "other"] organization or agency.)
- c. Identify point of contact (name, title, agency, business address, business phone, facsimile number and email address.)
- d. Identify alternate point of contact (name, title, agency, business address, business phone, facsimile number and email address.)

3. PROJECT COST ESTIMATE

Flood Mitigation Assistance Funds Requested:

Total	\$ _____
Federal Share (75%)	\$ _____
Applicant (25%)	\$ _____
Other Non-Federal Funding Sources:	\$ _____

4. LOCAL SHARE

Has the applicant (local) share been committed or secured through resolution or budget items, or from another funding source? If yes, attach appropriate documentation. If not, describe the actions that will be taken to secure the local share.

5. GEOGRAPHIC AREA

Indicate physical size of community and population. Include legible 8½ X 11 map/drawing of the community. Include a floodway map or flood insurance rate map (FIRM). Specify project location and/or involved structure locations located within the floodplain.

6. DESCRIPTION OF HAZARD HISTORY

Describe the community's flood history, in terms of frequency, damage and impacts, affected areas, etc. (Note: If developing an all-hazards plan, also describe the history of other community hazards - natural, technological and human-related.)

7. DESCRIPTION OF PROBLEM

Describe current problems the community has with flooding and other natural, technological, and human-related hazards.

8. DESCRIPTION OF PLANNING PROCESS/ POSITIVE IMPACTS

Will the community hire a consultant or develop the plan in-house? Use the Local Hazard Mitigation Planning Workbook (EMD-Pub. 207) as a reference.

9. EXPECTED BENEFIT AND OUTCOMES OF THE PLANNING PROCESS

How will this plan benefit the community?

10. ADDITIONAL COMMENTS/INFORMATION

Include any additional information that will support the proposed planning process and that you feel is appropriate for use in reviewing this application.

MAIL THE COMPLETED APPLICATION TO:

**State of Michigan
Department of State Police
Emergency Management Division
4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136**

**Attn: Dawn Schulert
Hazard Mitigation Unit**

EMD USE ONLY	
Project #:	
Date Submitted:	
Jurisdiction:	

AUTHORITY:	Sections 553 & 554 of the Flood Insurance Reform Act of 1994
COMPLIANCE:	Voluntary, but completion necessary to be considered for grant

FLOOD MITIGATION ASSISTANCE PROGRAM
Planning Grant Application

1. GENERAL INFORMATION	
a. Plan Title:	
b. Jurisdiction and County:	
c. Date Submitted:	
d. Federal Fiscal Year:	
e. FIPS Code:	

2. APPLICANT INFORMATION	
a. Applicant:	
b. Organization:	
c. Point of Contact (Name and Title):	
Agency:	
Address:	
Work Telephone No.:	Fax No.:
Email Address:	
d. Alternate Point of Contact (Name and Title):	
Agency:	
Address:	
Work Telephone No.:	Fax No.:
Email Address:	

3. PROJECT COST ESTIMATE	
Flood Mitigation Assistance Funds Requested:	
Total:	\$
Federal Share (75%)	\$
Applicant (25%)	\$
Other Non-Federal Funding Sources:	\$
<input type="checkbox"/> Development of New Plan	<input type="checkbox"/> Update of Existing Plan

4. LOCAL SHARE	

5. GEOGRAPHIC AREA

6. DESCRIPTION OF HAZARD HISTORY

7. DESCRIPTION OF PROBLEM

8. DESCRIPTION OF PLANNING PROCESS/APPROACH

9. EXPECTED BENEFITS AND OUTCOMES OF THE PLANNING PROCESS

10. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

11. ADDITIONAL COMMENTS/INFORMATION

Typed Name and Title:

Applicant's Signature:

Date Signed:

STATE OF MICHIGAN
Department of State Police
Emergency Management Division
4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136
517-333-5040, fax 517-333-4987

FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP) PROJECT GRANT APPLICATION

The Flood Mitigation Assistance Program (FMAP)

The FMAP is a Federal program administered in Michigan by the Emergency Management Division, Michigan Department of State Police (EMD/MSP). The program's objective is to provide grants to states and communities for planning assistance and implementing mitigation projects that reduce, or eliminate the long-term risk of flood damage to buildings, manufactured homes and other National Flood Insurance Program (NFIP) insurable structures. Eligible activities include elevation, acquisition, demolition, and dry floodproofing of insurable structures; and minor, localized structural projects. (Note: Projects cannot be retroactively funded through FMAP. Therefore, projects already in progress or completed will not be considered.)

The Federal Emergency Management Agency (FEMA) may contribute up to 75% of the eligible costs. At least 25% must be provided by a non-Federal source; no more than half, or 12.5%, can be in-kind contributions by third parties.

Minimum Project Criteria

To be eligible for the FMAP Project Grant, an applicant must meet the following minimum criteria:

1. Community must be participating and in good standing in the NFIP. Suspended communities, communities on probation, and that have withdrawn from the program are not eligible.
2. Community must have a FEMA approved Flood Mitigation Plan.
3. Proposed project or mitigation activities must have been specified in the Flood Mitigation Plan. (Approval of a Flood Mitigation Plan does not guarantee approval of the project.)
4. The project must conform with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, 44 CFR Part 10, Environmental Considerations, any other applicable environmental laws and regulations. (Refer to the attached Environmental Assessment Requirements.)
5. The project must solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed. Projects that merely identify or analyze hazards or problems are not eligible.
6. The project must be technically feasible.
7. The project must conform with the minimum standards of the NFIP Floodplain Management regulations at 44 CFR Part 60.
8. The project must be located physically in an eligible community or must directly benefit the community.

9. The project must be cost beneficial, (i.e., the project will not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts to the area if future floods were to occur). Both costs and benefits are completed on a net present value basis.

Instructions for Completing the Application for FMAP

Eligible applicants must apply for the FMAP through the EMD/MSP. The FMAP application will be reviewed, evaluated and approved by the Michigan Hazard Mitigation Coordinating Council (MHMCC). No projects will be retroactively funded through FMAP.

1. Read and review the attached documents carefully.
2. Complete the application for the FMAP Project Application as thoroughly and accurately as possible. Be sure to sign and date the Application.
3. Sign and date the State-Local Flood Mitigation Assistance Program Agreement.
4. Send the signed and completed Application and Agreement to the EMD/MSP at the address on the previous page.

Funding through this grant is not available until the new Federal fiscal year (October 1). If interested in the Project Grant, please submit this application by March of each year. Applicants will be notified by letter of the approval/disapproval of their Application. This will be done after thorough review, at the earliest possible date.

Questions regarding the application process or program administration should be directed to Ms. Dawn Schulert, State Hazard Mitigation Officer, at (517-333-5040).

**STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EMERGENCY MANAGEMENT DIVISION**

**FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP)
ENVIRONMENTAL ASSESSMENT REQUIREMENTS**

The National Environmental Policy Act (NEPA) of 1969, Public Law 91-190, as amended, requires that environmental information be available to public officials and citizens before decisions are made and actions are taken. This information is consolidated and analyzed in environmental documents, such as Environmental Assessments or Environmental Impact Statements. It is FEMA's responsibility to prepare the environmental document, although the project applicant will be required to provide much of the basic information, including any special studies that need to be performed. Coordination with all appropriate agencies and individuals is very important.

Authority: Projects funded under FMAP must comply with all appropriate environmental requirements, including: 1) the National Environmental Policy Act (NEPA) of 1969, PL 91-190, as amended; 2) Executive Order 11988, Floodplain Management; and 3) Executive Order 11990, Protection of Wetlands. Detailed guidance for implementing NEPA can be found in FEMA regulations at 44 CFR Part 10. 44 CFR Part 9 addresses compliance with Executive Orders 11988 and 11990. Other environmental legislation that may be applicable in this process includes: 1) Section 7 of the Endangered Species Act of 1973; 2) Section 106 of the Historic Preservation Act of 1966; 3) Section 40 (b) (1) of the Clean Water Act of 1977; and 4) Section 10 of the Rivers and Harbors Act of 1899.

Further information regarding the Environmental Assessment Requirements that must be met for a particular FMAP project will be forwarded by the Emergency Management Division to the applicant, as appropriate.

FLOOD MITIGATION ASSISTANCE PROGRAM

Environmental Considerations Questionnaire

Projects funded under the Flood Mitigation Assistance Program (FMAP) must comply with certain environmental requirements. **Every** project proposed under the FMAP, regardless of project type, is required to undergo environmental review (even projects such as studies that would not impact the physical environment). The degree of the review that is necessary for each project varies based on the project type. At a minimum, each project must have a Record of Environmental Review (RER) prepared. The RER will serve to determine if a more significant analysis of potential environmental impacts, known as an Environmental Assessment (EA), is necessary. Please complete this questionnaire to provide the necessary background information for the environmental review. This document contains several pages but it is not necessary for every applicant to complete all of the pages.

Every applicant must complete the Environmental Justice Form titled **ECQ Subform 2** (page 7 of this questionnaire). Jurisdictions applying for warning sirens need only complete the **ECQ Subform 2** and **ECQ Subform 1** (Early Warning Siren Information, page 6 of this questionnaire). All other applicants must answer the following questions. Answers to these questions will aid in the completion of the RER or, if necessary, the EA. Please provide as much background information on the existing conditions as necessary to assist in the evaluation of the potential impacts. Once you have answered these questions, please proceed to page 4.

Land Use and Socio-economic Issues

- a. Is the proposed project inconsistent with land use in the area?
- b. Does the project conflict with local zoning ordinances?
- c. Will the project result in the relocation of any structures?
- d. Will the project have a significant effect on the economic activities of the area?
- e. Will the project have a significant effect on any parks or recreation areas?
- f. Will the project affect any prime and unique farmlands, or farmlands with statewide or local importance?

- g. Will the project be located in or affect a floodplain or floodway? If so, hydrologic impact analysis may be required.

Air Quality and Water Quality

- a. Will the project have a significant effect on air quality?
- b. Will the project require any dredging and/or disposal of any material (including construction) in any wetlands or waterways? If so, the project may require a U.S. Army Corps of Engineers (USACE) Section 404 permit. Such a permit may be obtained through the USACE or the Michigan Department of Environmental Quality, Land and Water Management Division.
- c. Will the project be located in or affect a water body?
- d. Will there be any modification of the streambed or banks of a waterway?
- e. Will the project affect any declared wild and scenic river or any river being studied for inclusion as a wild and scenic river? (Rivers in Michigan that have been designated as wild and scenic are: Au Sable, Bear Creek, Black, Carp, Indian, Manistee, Ontonagon, Paint, Pere Marquette, Pine, Presque Isle, Sturgeon – Hiawatha National Forest, Sturgeon – Ottawa National Forest, Tahquamenon, Whitefish, and Yellow Dog)

Natural Resources

- a. Will the project require the significant removal of any marine, aquatic, or terrestrial vegetation?
- b. Will the project involve construction in marshland or wetland areas or will the project adversely affect any wetland areas?
- c. Is the project located near (within 1,000 feet) a coast of the Great Lakes?

- d. Are there any known rare, threatened, or endangered species within the area of potential affects of the project?

- e. Is the project located in or affect a wildlife refuge, a wildlife conservation area, a designated wilderness area, or a designated coastal wildlife area?

Archeological and Historic Resources

- a. Is the project site located in any area of known archeological, cultural, or historical significance?

Categorical Exclusions

Now it is necessary to determine if the proposed project can be categorically excluded from the need to prepare an Environmental Assessment (EA). Please review the following 18 categories to see if any are representative of your project type. If your project falls under one of the categories indicate which category (circle it or use a highlighter). Then move on to complete ECQ Subform 2 (page 7). If your project does not meet one of the following 18 categories, proceed by answering questions 1-5 on page 5 on separate paper, and complete ECQ Subform 2 (page 7).

1. Administrative actions such as personnel actions, travel, procurement of supplies, etc. in support of normal day-to-day activities and disaster-related activities.
2. Preparation, revision, and adoption of regulations, directives, manuals, and other guidance documents.
3. Studies that involve no commitment of resources other than manpower and funding.
4. Inspection and monitoring activities, granting of variances, and actions to enforce federal, state, or local codes, standards or regulations.
5. Training activities and both training and operational exercises utilizing existing facilities in accordance with established procedures and land use designations.
6. Procurement of goods and services for support of day-to-day and emergency operational activities, and the temporary storage of goods other than hazardous materials, so long as storage occurs on previously disturbed land or in existing facilities.
7. The acquisition of properties and the associated demolition/removal or relocation of structures under any applicable authority when the acquisition is from a willing seller, the buyer coordinated acquisition planning with affected authorities, and the acquired property will be dedicated in perpetuity to uses that are compatible with open space, recreational, or wetland practices.
8. Acquisition or lease of existing facilities where planned uses conform to past use or local land use requirements.
9. Acquisition, installation, or operation of utility and communication systems that use existing distribution systems or facilities, or currently used infrastructure rights-of-way.
10. Planting of indigenous vegetation.
11. Demolition of structures and other improvements or disposal of uncontaminated structures and other improvements to permitted off-site locations, or both.
12. Physical relocation of individual structures where FEMA has no involvement in the relocation site selection or development.
13. Granting of community-wide exceptions for floodproofed residential basements meeting the requirements of 44 CFR 60.6(c) under the National Flood Insurance Program.
14. Repair, reconstruction, restoration, elevation, retrofitting, upgrading to current codes and standards, or replacement of any facility in a manner that substantially conforms to the pre-existing design, function, and location.
15. Improvements to existing facilities and the construction of small-scale hazard mitigation measures in existing developed areas with substantially completed infrastructure, when the immediate project area has already been disturbed, and when those actions do not alter basic functions, do not exceed capacity of other system components, or modify intended land use; provided the operation of the completed project will not, of itself, have an adverse effect on the quality of the human environment.
16. Actions conducted within enclosed facilities where all airborne emissions, waterborne effluent, external radiation levels, outdoor noise, and solid and bulk waste disposal practices comply with existing Federal, state, and local laws and regulations.
17. Planning and administrative activities in support of emergency and disaster response and recovery (5 specific activities mentioned).
18. Emergency and disaster response, recovery and hazard mitigation activities under the Stafford Act (15 specific activities mentioned).

Environmental Assessment Questions

1. Need for the proposed action: what is the problem/issue that is being addressed?

Discuss why the project is needed and provide a brief history on the importance of solving this particular problem.

2. Description of the proposed action, including location, all actions associated with implementing the project, and timing of project implementation.

Provide a complete description, including maps or diagrams if appropriate. Include acreage or linear feet of area that will be affected, estimated quantities of material, and a clear statement of the scope of the project. The entire project may not require an environmental analysis, but all aspects of the proposal should be discussed. Discuss the relationship between the elements of the project that do and do not require the environmental analysis.

3. Alternatives considered, including the no action alternative.

Be as specific as possible in listing the alternatives. The no action alternative must be included. Do not discuss impacts of the alternatives here; simply define what other types of solutions were considered.

4. A discussion of the existing resources in the project area.

Provide a brief description of the project area. Include natural and historic resources, significant cultural or social issues, and land use concerns. It is important to note the existence of any special resources in this section, such as endangered species, historic or archeological sites, wetlands, etc.

5. Coordination.

Identify any agencies that have been contacted in the development of the project. Documentation of the coordination is often very useful. This may consist of phone contact records, letters, or meeting minutes. Appropriate agencies to identify might include:

a. *Michigan Department of Environmental Quality:*

- 1) to coordinate state and Federal environmental requirements;
- 2) to determine compliance with Coastal Zone Management Programs;
- 3) to determine compliance with floodplain management regulations, including construction impacts on floodways and floodplains; and
- 4) to determine potential impacts to air and water quality (the project may require discharge or other permits).

b. *Michigan Department of Natural Resources* for impacts to rare, threatened, or endangered species or habitat.

c. *U.S. Fish and Wildlife Service* for impacts to rare, threatened or endangered species and critical habitat, as well as fish and wildlife conservation issues.

d. *State Historic Preservation Officer (Bureau of History, Department of State)* for impacts to historic and archeological resources (i.e., properties listed on the National Register of Historic Places as well as properties being considered for local, state, and Federal lists).

e. *U.S. Natural Resource Conservation Service* for impacts to prime and unique farmlands, and proper erosion control practices.

f. *U.S. Department of Interior* for potential impacts to identified or proposed wild and scenic rivers or other wilderness areas.

g. *U.S. Geological Survey* to coordinate projects involving stream gauges.

h. *U.S. Army Corps of Engineers* to identify potential impacts on wetlands or waters of the United States; USACE may require a permit for construction in navigable waters or a permit for discharge of material into waters of the United States. The MDEQ has joint permitting responsibility with the USACE.

i. *Appropriate Local Departments or Agencies* for local permit requirements, significant resources, or construction impacts.

ECQ Subform 1

Early Warning Siren Information

- Street address for the location of the proposed siren (or the closest address to the sight):

- How tall is the pole that the siren will be mounted on? (If the siren is to be mounted on a building please see ** note below.)

_____ Feet

- Describe the area that surrounds the proposed siren location (residential, business, industrial)?

* Please fill out a separate form for each proposed siren.

* Please include an area street map that clearly marks the location of the siren (send a separate map for each siren).

** If the siren is to be building mounted as opposed to pole mounted it will be necessary to submit additional information. Please provide, along with this form, pictures of the building, and a brief history of the building including when it was built, any information about who designed or built it, and what the building has been used for over the years.

ECQ Subform 2

Instructions for Environmental Justice Form

In order to fund Hazard Mitigation projects, FEMA requires assurances that the project will not have a disproportionate negative impact on minority or low-income populations in your community. **Please fill out the attached form and return it with your formal application.** If you do not feel qualified to answer the questions feel free to have someone else in the community who is qualified fill out and sign the form (a local planner may be a good choice). When filling out the form consider the location of the project; Will the project be located “in the back yard” of minority or low-income populations creating a health and safety problem or some kind of nuisance, or conversely, will the project provide benefit only to populations other than low-income and minority?

Executive Order 12898

Environmental Justice in Minority Populations and Low-Income Populations

59 Fed. Reg. 7629-7633 (1994)

Project Number: _____

YES

NO

1. Are there concentrations of low-income or minority populations in or near the project area(s)?

Comments:

2. Does the project have disproportionately high or adverse effects on low income or minority populations?

Comments:

Signature

Title

Date

STATE OF MICHIGAN
Department of State Police
Emergency Management Division
4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136
517-333-5040, fax: 517-333-4987

FLOOD MITIGATION ASSISTANCE PROGRAM (FMAP) PROJECT GRANT APPLICATION INSTRUCTIONS

All questions must be answered completely and accurately. The Michigan Hazard Mitigation Coordinating Council and FEMA staff reviewing the application will not be familiar with your community, the specific project area, and the need for the proposed project. Therefore, it is the responsibility of each applicant to ensure that their application addresses all of the required items. This is particularly important given the competitive nature of the grant program. If you are unsure as to the meaning of a particular question, contact the EMD/MSP prior to attempting to answer that question.

1. GENERAL INFORMATION

- a. Indicate project title. (Example: Stormwater Pump Station and Drainage System.)
- b. Indicate jurisdiction and county.
- c. Indicate date application submitted.
- d. Indicate Federal fiscal year. (Note: The Federal fiscal year runs from October 1 to September 30.)
- e. Indicate where the proposed project is identified/described in the Flood Mitigation Plan.
- f. Indicate date Flood Mitigation Plan was approved by FEMA.
- g. Indicate FIPS code. (The Federal Information Processing Standards code is an identification number used to identify applicants for the Public Assistance portion of the Federal Disaster Assistance Program under P.L. 93-288, as amended. If you do not know this number, FEMA will insert for you.)

2. APPLICANT INFORMATION

- a. Identify name of organization/agency.
- b. Identify type of organization. (Specify if the applicant is a state agency, county or municipal government, Indian tribe or tribal organization, private nonprofit organization, or other [explain "other"] organization or agency.)
- c. Identify point of contact (name, title, agency, business address, business phone, facsimile number, and email address.)
- d. Identify alternate point of contact (name, title, agency, business address, business phone, facsimile number, and email address.)

3. PROJECT COST ESTIMATE

Flood Mitigation Assistance Funds Requested:

Total	\$ _____
Federal Share (75%)	\$ _____
Applicant (25%)	\$ _____
Other Non Federal Funding Sources:	\$ _____

4. LOCAL SHARE

Has the applicant (local) share been committed or secured through resolution or budget items, or from another funding source? If yes, attach appropriate documentation. If not, describe the actions that will be taken to secure the local share.

5. PROJECT LOCATION

Road or street address, geographic landmarks, legal description, etc. Include legible map/drawings of the location. Include a floodway map or flood insurance rate map (FIRM) showing the project location. Specify project location and/or involved structure locations located within the floodplain.

6. DETAILED DESCRIPTION OF PROPOSED PROJECT

For a proposed **Non-Structural Project** (i.e., acquisition, relocation, demolition, elevation, floodproofing) provide the following information for each structure. (The attached worksheet may be used.) NOTE: Each structure must have a current flood insurance policy, and property owners must be willing to participate voluntarily.

Address

- a. Indicate if located in a 100-year floodplain and floodway or floodfringe
- b. Regional Flood Elevation
- c. First floor elevation and lowest finished floor elevation
- d. Square footage of the structure
- e. Approximate age of structure
- f. Building Type (1 story with basement, 1 story without basement, 2 story with basement, 2 story without basement, etc.)
- g. Number of stories above grade
- h. Public, commercial or residential
- i. Owner occupied or rental property
- j. Estimated fair market value
- k. Building replacement value (\$/square foot)
- l. Rental cost of temporary building space (\$/square foot/month)
- m. Estimated demolition costs, if applicable
- n. Estimate for relocation, elevation, floodproofing, if applicable
- o. Estimate for relocation assistance
- p. Is the structure on the National Register of Historic Places or in a historic district?
- q. Any known environmental hazards
- r. Past damages (both structural and contents) and month/year when damages occurred
- s. Floodwater depth in feet (basement flooding or over first floor, etc.)
- t. Frequency of event at which flood damages begin (i.e., 5, 10, 25, 50, 100 flood events)
- u. Other costs that are be part of the project

For a proposed **Structural Project** provide the following information:

- a. Detailed description of the problem to be solved and damages to be reduced or eliminated as a direct result of the proposed project.
- b. List the insurable structures to be protected by the proposed project (indicate if public, commercial, or residential) and their fair market value
- c. The number of structures with flood insurance that would benefit from the proposed project.
- d. List of all past damages both structural and contents to the structures benefiting from the proposed project and when the damages occurred
- e. List government costs (police, fire, public health/safety) in past events and when they occurred
- f. List any infrastructure that would be protected by the proposed project
- g. Other negative impacts on the community from the disaster events
- h. The life of the proposed project
- i. Breakdown of cost elements (engineering and design, project management, construction etc.)
- j. Any known environmental hazards in the proposed project location
- k. If applicable, maintenance schedule for the life of the project for which the applicant is responsible

7. INDIRECT DAMAGES AND OTHER IMPACTS

For the project area, list government response costs incurred in past events and when they occurred (i.e. fire, police, public works, social services, etc.) that would potentially be reduced or eliminated by the proposed project.

NOTE: Information provided in questions 6 and 7 are critical to the calculation of a benefit-cost analysis and must be provided. Where actual data is not available, use your most accurate estimates.

8. PROJECT COMPLETENESS

Will the proposed project solve the problem independently or is it part of a larger solution? If part of a larger solution, indicate when the project as a whole will be completed.

9. POSITIVE IMPACTS

Describe positive impacts (besides reducing damages) that the proposed project will provide.

10. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

Include a work schedule for the proposed project. The schedule should indicate major milestones or phases of the project and the expected completion date of each phase.

11. ALTERNATIVES CONSIDERED (At Least 3)

Describe other options or alternatives that have been considered to deal with the problem, their estimated cost, and explain why they were rejected or eliminated from consideration. Besides the proposed project, you must also provide at least one other alternative, as well as the “do nothing” alternative. Provide justification for the selection of the proposed project over the alternatives. The reason may be monetary, environmental, physical, degree of effectiveness, maintenance costs, other reasonable cause, or a combination of these factors.

12. ENVIRONMENTAL CONSIDERATIONS

An Environmental Assessment is required for certain projects before the grant can be approved. It is FEMA’s responsibility to prepare the environmental document, although the applicant will be required to provide much of the information, including any special studies that need to be performed. See Attachment 6, Environmental Considerations Questionnaire.

13. ADDITIONAL COMMENTS/INFORMATION

Include any additional information that will support the proposed project, and that you feel is appropriate for use in reviewing this application.

MAIL THE COMPLETED APPLICATION TO:

**State of Michigan
Department of State Police
Emergency Management Division
4000 Collins Road
P.O. Box 30636
Lansing, MI 48909-8136**

**Attn: Dawn Schulert
Hazard Mitigation Unit**

AUTHORITY: Sections 553 & 554 of the Flood Insurance Reform Act of 1994
COMPLIANCE: Voluntary, but completion necessary to be considered for grant

EMD USE ONLY	
Project #:	
Date Submitted:	
Jurisdiction:	

FLOOD MITIGATION ASSISTANCE PROGRAM Project Grant Application

1. GENERAL INFORMATION
a. Project Title:
b. Jurisdiction and County:
c. Date Submitted:
d. Federal Fiscal Year:
e. Indicate where the proposed project is located in the Flood Mitigation Plan:
f. Date Flood Mitigation Plan was Approved by FEMA:
g. FIPS Code:

2. APPLICANT INFORMATION	
a. Applicant:	
b. Organization:	
c. Point of Contact (Name and Title):	
Agency:	
Address:	
Work Telephone No.:	Fax No.:
Email Address:	
d. Alternate Point of Contact (Name and Title):	
Agency:	
Address:	
Work Telephone No.:	Fax No.:
Email Address:	

3. PROJECT COST ESTIMATE	
Flood Mitigation Assistance Funds Requested:	
Total:	\$
Federal Share (75%)	\$
Applicant (25%)	\$
Other Non-Federal Funding Sources:	\$

4. LOCAL SHARE

5.	PROJECT LOCATION

6.	DETAILED DESCRIPTION OF PROPOSED PROJECT

7.	INDIRECT DAMAGES AND OTHER IMPACTS

8.	PROJECT COMPLETENESS

9.	POSITIVE IMPACTS

10. WORK SCHEDULE AND ESTIMATED COMPLETION DATES

11. ALTERNATIVES CONSIDERED (AT LEAST 3)

A. Detailed Description of Alternatives considered (attach additional pages as necessary)

B. Reason(s) Why Project Was Chosen Over Alternatives

12. ENVIRONMENTAL CONSIDERATIONS

13. ADDITIONAL COMMENTS/INFORMATION

Typed Name and Title:

Applicant's Signature:

Date Signed:

**MICHIGAN DEPARTMENT OF STATE POLICE
EMERGENCY MANAGEMENT DIVISION
State-Local Flood Mitigation Assistance Program Agreement**

This Grant Agreement between the State of Michigan (the state) and _____ (the applicant) shall be effective on the date signed by the state and the applicant. It shall apply to all assistance funds provided by or through the state to the applicant under the Flood Mitigation Assistance Program (FMAP), pursuant to Sections 553 and 554 of the National Flood Insurance Reform Act (NFIRA) of 1994 which was published in the Federal Register on March 20, 1997.

The purpose of this agreement is to formally recognize the goals of the FMA Program and to establish guidelines by which FMA funds are to be used. This agreement includes and is addition to the requirements outlined in the attached Assurances for Construction and Non-Construction Projects.

The designated representative of the applicant certifies that:

1. He/She has legal authority to apply for assistance on behalf of the applicant.
2. The applicant hereby assures and certifies that the project will comply with the applicable State of Michigan and the Federal Emergency Management Agency (FEMA) regulations.
3. This grant agreement in the amount of \$_____ (100% Total) will serve as the contract between the State and the Applicant for the purpose of _____.
4. Seventy-five percent or \$ _____ represents the federal share funded through FEMA. The remaining 25 percent is the local program match which must be met by matching contributions from non-federal sources. Up to one-half of the non-federal share (12.5 percent of the overall cost) may be met by in-kind contributions from third parties.
5. Once this grant agreement is signed and returned to the state, the applicant may request an advance of funds. Advances will be based on expenditures incurred to date. The applicant will need to complete and submit to the state a Request for Advance of Funds along with documentation to support the costs claimed when requesting the initial advance and any subsequent advances.
6. The applicant will be required to submit quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) within 15 days following the end of the quarter (January 15th, April 15th, July 15th, and October 15th). Said report will include the status of the FMAP grant.
7. A final report and request for final payment is due within 30 days after the expiration/completion of the grant.
8. The applicant will use FMAP funds solely for the purpose for which these funds are provided.
9. The applicant will comply with all other policies and guidelines established by FEMA and the state in administering the FMAP grant.
10. The subgrantee will return to the state within 15 days of a request for payment, any advance funds received which are not supported by audit or other federal or state review of the applicant's compliance with program requirements.
11. The subgrantee will comply with all applicable federal, state and local codes and standards as pertains to this grant.
12. The subgrantee will comply with all applicable provisions of federal, state and local laws and regulations in regard to procurement of goods and services.
13. The subgrantee will not enter into cost-plus-percentage-of-cost contracts for completion of the FMAP grant.
14. The subgrantee will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs.

GRANT CERTIFICATION

The undersigned do hereby certify that the subgrantee will fulfill all the requirements of the Flood Mitigation Assistance Program contained in federal and/or state program guidelines including the submission of all appropriate forms. This document has been duly authorized by the governing body of the subgrantee.

Signature of Subgrantee's Authorized Agent

Date Signed

Name Typed:

Title:

Grantee's Authorized Agent
Dawn Schulert, State Hazard Mitigation Officer
Michigan Department of State Police
Emergency Management Division

Date Signed